

Modular Training Standards

**Common Core For
Generic First Line
Supervisor – Surface
Mining, Surface and
Underground Diamond
Drilling Operations and
Surface and Underground
Mining Trades**

Program #770141



**Common Core For
Generic First Line
Supervisor – Surface
Mining, Surface and
Underground Diamond
Drilling Operations and
Surface and Underground
Mining Trades**

Program #770141

Printing date: July 2006

This document is the property of the trainee/
employee named inside and represents the official
record of his/her training.

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

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TRAINING UNITS

NUMBER TITLE

| | | |
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| U6300 | Follow Safety Program | 14-16 |
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| U6302 | Follow Health and Hygiene Procedures/Guidelines | 19-20 |
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**COMPETENCY ANALYSIS PROFILE
COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR
ON-THE-JOB TRAINING STANDARDS
«SKILLS»**

| | | | | | |
|---|---|--|---|---|---------------------------------|
| FOLLOW SAFETY PROGRAM | Demonstrate knowledge and understanding of the IRS, OHSA, applicable regulations and company standards. | Identify and respond to workplace hazards. | Participate in completion of accident/incident reports. | Conduct workplace inspections. | Conduct job/task observations. |
| U6300.0 | 6300.01 | 6300.02 | 6300.03 | 6300.04 | 6300.05 |
| | Ensure employees under his/her supervision work in compliance with safety program. | | | | |
| | 6300.06 | | | | |
| PREPARE FOR EMERGENCIES | Identify site specific emergency plans and procedures. | Ensure equipment and fixtures are in place and operable. | Follow reporting/communication procedures. | Review site-specific emergency plans and procedures with employees as required. | |
| U6301.0 | 6301.01 | 6301.02 | 6301.03 | 6301.04 | |
| FOLLOW HEALTH AND HYGIENE PROCEDURES/ GUIDELINES | Identify and respond to site specific health and hygiene hazards. | Ensure health and hygiene controls are in place and operable and practices are followed. | Identify reporting/communication procedures. | | |
| U6302.0 | 6302.01 | 6302.02 | 6302.03 | | |
| PRACTICE EFFECTIVE COMMUNICATION | Communicate with support groups/resources. | Demonstrate knowledge of organizational communication systems. | Demonstrate the use of effective communication skills. | Conduct crew/safety meetings, to promote safety awareness and safe behaviour. | |
| U6303.0 | 6303.01 | 6303.02 | 6303.03 | 6303.04 | |
| MANAGE WORK AREA ACTIVITIES | Plan and organize work. | Assign work. | Monitor/follow up on workplace activities. | Comply with equipment maintenance schedule. | Maintain services in work area. |
| U6304.0 | 6304.01 | 6304.02 | 6304.03 | 6304.04 | 6304.05 |

**AREAS OF
COMPETENCY**

**COMPETENCY ANALYSIS PROFILE
COMMON CORE FOR FIRST LINE UNDERGROUND MINE SUPERVISOR
ON-THE-JOB TRAINING STANDARDS
«SKILLS»**

| | | | | | |
|--|---|--|--|--|---|
| | Identify and respond to site-specific hazards of geological and man made structures and atmospheric conditions. 6304.6 | | | | |
| MANAGE EMPLOYEES U6305.0 | Act as company representative. 6305.01 | Mentor/coach employees. 6305.02 | Demonstrate ability to address conflicts . 6305.03 | Demonstrate knowledge of disciplinary guidelines/ procedures. 6305.04 | Evaluate worker performance. 6305.05 |
| | Ensure employees are assigned work they are trained to perform. 6305.06 | Ensure employees being trained are assigned work with people qualified to perform the work. 6305.07 | | | |
| ASSESS, CONTROL AND APPLY VENTILATION SYSTEMS IN WORKPLACES U6306.0 | Apply ventilation principles. 6306.01 | Control and respond to airborne contaminants. 6306.02 | Demonstrate the ability to control and respond to gases 6306.03 | | |

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

PREFACE

This training document was developed by the Program Development and Standards Unit of the Ministry of Training, Colleges and Universities, in consultation with representatives from the mining industry. These Training Standards are intended to be used by trainees, trainers/instructors and companies as a "blueprint" for training or as a prerequisite for government accreditation/certification. While this training document is intended as a guideline for training, all issues might not apply in all operations

- The Common Core for Generic First Line Supervisor Program, # 770141 is intended for supervisors directly employed by the mine or diamond drilling company who supervise workers in surface mining operations, surface and underground diamond drilling operations and surface and underground mining trades. This group includes: stripping, drilling, blasting (pits and quarries), material handling and electrical and mechanical trades.
- Please note that the program is not intended for milling/smelting/refining process operation. First Line Underground Mine Supervisors in hard rock and soft rock mines are to be trained and accredited under the following separate programs - Program #770121 and #770131.

To be registered in Program #770141 the trainee/worker must have:

- A current, standard level Workplace Safety and Insurance Board of Ontario (WSIB) approved, first aid certificate;
- As a minimum, MTCU accreditation in the following mandatory modules from the appropriate Program Common Core:
 - Program #770150 (U0000, U0001 and U0002),
 - Program #770200 (U0651 and U0652),
 - Program #770210 (U5030, U5031 and U5032),
 - Program #770225 (U0000, U0001 and U0002),

Note: At the time of printing this document Program #770200 was being revised. Once those revisions are completed new mandatory modules will be identified for Program #770200.

- Met the requirements for 'competent person' as defined in the OHSA legislation.

The Mining Tripartite Committee (MTC) recommends that training in this Generic First Line Supervisor program be completed within 1 year from the date the employee is appointed as a generic first line supervisor. Generic supervisors appointed prior to August 31, 2006 are not required to be trained and accredited in Program #770141.

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

To be accredited in the Common Core for Generic First Line Supervisor Program #770141, the employee must have demonstrated competency in each of the following modules:

- ▶ U6300, Follow Safety Program,
- ▶ U6301, Prepare for Emergencies,
- ▶ U6302, Follow Health and Hygiene Procedures/Guidelines,
- ▶ U6303, Practice Effective Communication,
- ▶ U6304, Manage Work Area Activities
- ▶ U6305, Manage Employees
- ▶ U6306, Assess, Control and Apply Ventilation Systems in Workplaces.

The care and maintenance of this training standard book is the joint responsibility of the trainee and the employer. The Training Standards were developed specifically for documenting the trainee's acquisition of skills. The Training Standard book is the property of the employee.

New trainees and experienced workers must obtain accreditation in the same way. Each must demonstrate the skills specified in each module. These demonstrations must be administered in an operating mine and/or associated mining plant or diamond drill site appropriate for the specific program, by a trainer designated by the signing authority who shall follow the performance guidelines approved by the Mining Tripartite Committee (MTC).

The Signing Authority cannot sign him/herself off on a Training report. A Signing Authority's Training Report must be co-signed by a trainer for the program who meets the Trainer Qualification and Criteria Requirements as outlined in the Program's Guidelines.

NOTE: Throughout the document the term "including" is often used. "Including" means: one or more of the items listed, but is not limited to those items included in the list.

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

IMPORTANT DIRECTIONS TO TRAINERS

Trainers instructing workers in this Common Core Program must meet the Trainer Qualification and Criteria Guidelines for Common Core Generic First Line Supervisor, Program #770141.

The Training Standards identify skills required for this occupation and its related training program.

These Training Standards have been written in concise statements which describe how well a trainee must perform each skill in order to become competent.

In using these Training Standards, trainers will be able to ensure that the trainee is developing skills detailed for the occupation.

Trainers and trainees are required to sign off and date the skills following each successful acquisition.

Employers participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement in the space provided at the end of each unit.

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

LISTING OF MINING MODULAR PROGRAMS

- P770010 Common Core for Basic Underground Hard Rock Miner
Specialty Modules for Underground Hard Rock Miner
- P770121 Common Core for First Line Underground Mine Supervisor –
Underground Hard Rock Mining
- P770130 Common Core Basic Underground Soft Rock Miner
Specialty Modules for Underground Soft Rock Miner
- P770131 Common Core for First Line Underground Mine Supervisor -
Underground Soft Rock Mining Skills
- P770141 Common Core for Generic First Line Supervisor - Surface Mining,
Surface and Underground Diamond Drilling Operations and Underground
and Surface Mining Trades
- P770150 Common Core for Basic Underground Diamond Driller (Helper and
Runner Level)
- P770200 Surface Diamond Drilling
- P770210 Common Core for Surface Miner
Specialty Modules for Surface Miner
- P770225 Common Core for Basic Underground Hard Rock Mine Service Types
- P810050 Common Core for Basic Mills Process Operations - Mineral Ore
Specialty Modules Program for Mill Process Operators - Mineral Ore
- P810080 Common Core for Basic Smelter Operations - Mineral Ore
- P810090 Common Core for Non-Production Workers in a Smelter Operation -
Mineral Ore

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

COMMITTEES

The Ministry is grateful for the co-operation and contribution of the following committees in the development and maintenance of the Common Core and Specialty Skills Modules Programs.

Training Review and Development Committee

Management:

| | |
|------------------|-------------------------|
| Steve Drew | Nelson Aggregate Co. |
| Bill Krasnozon | Boart Longyear Inc. |
| Jamie Mortonson | Porcupine Joint Venture |
| Pierre Paquette | Sifto Salt Inc. |
| Richard Ross | Inco Ltd. |
| Charlie Toeppner | Cementation Canada Inc. |
| Greg Warnock | Falconbridge Ltd. |

Government:

| | |
|--------------------------|---|
| Charlie Kennedy | Ministry of Labour |
| Alan Thibert | Ministry of Labour |
| Michelle Foster-Chandler | Ministry of Training, Colleges and Universities |

Mining Tripartite Committee

Labour:

| | |
|------------------------|---|
| Randi Condie, Co-Chair | United Steel Workers of America, Local 6500 |
| Mike Fleury | United Steel Workers of America, Local 6500 |
| Fred Gervais | United Steel Workers of America, Local 6500 |
| Glenn Staskus | CAW/Mine, Mill and Smelter Workers Union, Local 598 |
| James Malcolm | United Steel Workers of America, Local 9422 |
| Arnold Sakki | CAW/Mine, Mill and Smelter Workers Union, Local 598 |
| Jeff Wilcox | United Steel Workers of America, Local 14994 |

Management:

| | |
|---------------------------|---|
| Steve Ball | Inco Ltd. |
| Steve Drew | Nelson Aggregate Co.(Aggregate Producers Association of Ontario) |
| Bill Krasnozon | Boart Longyear Inc. (Northern Safety Group) |
| Jamie Mortonson, Co-Chair | Porcupine Joint Venture |
| Doug Osborne | Canadian Salt Co. Ltd. (Southern Safety Group) |
| Charlie Toeppner | Cementation Canada Inc. (Ontario Mine Safety Contractors Association) |
| Greg Warnock | Falconbridge Ltd. |

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

Resource:

| | |
|--------------------------|---|
| Abate W. Abate | Ministry of Training, Colleges and Universities |
| John Blogg | Ontario Mining Association |
| Bernie Deck | Ministry of Labour |
| Michelle Foster-Chandler | Ministry of Training, Colleges and Universities |
| Lisa Heffern | Ministry of Training, Colleges and Universities |
| Charlie Kennedy | Ministry of Labour |

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

IMPORTANT DIRECTIONS TO THE TRAINEE

Trainee

1. It is the responsibility of the trainee to inform the local Apprenticeship Client Services office regarding the following changes:
 - change of trainee name or address;
 - transfer to a new employer.
2. Training Reports must be signed for modular trainees by a Ministry of Training, Colleges and Universities designated Signing Authority and forwarded to a local Apprenticeship Client Services office.
3. At the completion of training, the Trainee Completion Form must be completed and signed off by the Signing Authority and submitted to local Apprenticeship Client Services office.

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

NOTICE/DECLARATION FOR COLLECTION OF PERSONAL INFORMATION

1. This information is collected under the authority of the Order-In-Council Number 701/85.
2. The information is collected for the purpose of administering this modular training program within the Province of Ontario.
3. Questions regarding collection and use of this information may be directed to:

Director of Apprenticeship
Workplace Training Branch
Ministry of Training, Colleges and Universities
17th Floor, Mowat Block
900 Bay Street
Toronto, ON M7A 1L2
(416) 326-5605

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

TRAINEE RECORD

Trainee Name: _____

Contract Number: _____
(If applicable)

EMPLOYER INFORMATION

Company: _____

Address: _____

Telephone: _____

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

EMPLOYER INFORMATION

Company: _____

Address: _____

Telephone: _____

EMPLOYER INFORMATION

Company: _____

Address: _____

Telephone: _____

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

EMPLOYER INFORMATION

Company: _____

Address: _____

Telephone: _____

EMPLOYER INFORMATION

Company: _____

Address: _____

Telephone: _____

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

TRAINEE COMPLETION FORM

Trainee Name

Print

Signature

Social Insurance Number

Training Units when completed should be signed off by Trainer/ Signing Authority on the following page and presented with this completion form to your local Apprenticeship Client Services office. Any supporting documentation should also be attached.

Employer Name:

Address:

Telephone:

Signing Authority:

Signature

MTCU USE ONLY:

Recommended for Exam:

Yes ()

No ()

N/A ()

Signature

Consultant/Office Code

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

TRAINING UNIT COMPLETION FORM

| TRAINING UNITS | TITLE | SIGNING AUTHORITY |
|---------------------------|--|--------------------------|
| U6300 | Follow Safety Program | _____ |
| U6301 | Prepare For Emergencies | _____ |
| U6302 | Follow Health and Hygiene Procedures/Guidelines | _____ |
| U6303 | Practice Effective Communication | _____ |
| U6304 | Manage Work Area Activities | _____ |
| U6305 | Manage Employees | _____ |
| U6306 | Assess, Control and Apply Ventilation Systems in Workplaces | _____ |

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

U6300

FOLLOW SAFETY PROGRAM

GENERAL PERFORMANCE OBJECTIVE

Follow safety program, by demonstrating knowledge and understanding of the Internal Responsibility System (IRS), the Occupational Health and Safety Act (OHSA), applicable regulations and company standards; identifying and responding to workplace hazards in the work environment; participating in completion of accident/incident reports; conducting workplace inspections; conducting job/task observations; and ensuring employees under his/her supervision work in compliance with safety program according to government legislation, company standards and manufacturer specifications.

PERFORMANCE OBJECTIVES

Trainer's Name (Print)

Trainee's Name (Print)

SKILLS

6300.01 Demonstrate knowledge and understanding of the Internal Responsibility System (IRS), the Occupational Health and Safety Act (OHSA), applicable Regulations and company standards, by applying them in the workplace.

Date Completed

Trainer's Signature

Trainee's Signature

6300.02 Identify and respond to workplace hazards in the work environment, overhead, underfoot and on the sides, including: ground conditions, ventilation, moving equipment, services (air, water, electrical), fire, tripping, open holes above/below, ground water, explosives and gases, by observing employees and conditions in the workplace for safe practices; guarding/isolating area; evacuating area; providing employees with required personal protective equipment and correcting and/or reporting deficiencies according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

U6300 FOLLOW SAFETY PROGRAM - cont'd

- 6300.03 Participate in completion of accident/incident reports, including: notifying immediate supervisor and Joint Health and Safety Committee, conducting investigations, isolating/freezing scene, interviewing witnesses, recording observations, gathering facts/statements, reviewing available historical records, analyzing facts, making recommendations for preventative measures, and submitting report according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

- 6300.04 Conduct workplace inspections, including: planned and routine, by visiting area to be inspected; following/completing inspection checklist/report; recording findings; assigning responsibility for corrective action; submitting report; and following up according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

- 6300.05 Conduct job/task observations, by informing worker(s) to be observed as required; observing worker performance of job/task; observing each step of the jobs/tasks; communicating findings; reviewing finding with worker(s); addressing substandard practices/behaviour; recommending changes to procedures/equipment as required; providing feedback/recognition; submitting report as required; and doing follow up according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

U6300

FOLLOW SAFETY PROGRAM - cont'd

6300.06

Ensure employees under his/her supervision work in compliance with safety program, by enforcing use of protective devices/equipment, adherence to standard operating procedures and use of personal protective equipment and advising employees of potential and/or actual dangers according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

Employer's Name

Employer's Signature

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

U6301 PREPARE FOR EMERGENCIES

GENERAL PERFORMANCE OBJECTIVE

Prepare for emergencies, by identifying site specific emergency plans and procedures; ensuring equipment and fixtures are in place and operable; following reporting/communication procedures; and reviewing site specific emergency plans and procedures with employees as required according to government legislation, company standards and manufacturer specifications.

PERFORMANCE OBJECTIVES

Trainer's Name (Print)

Trainee's Name (Print)

SKILLS

- 6301.01 Identify site specific emergency plans and procedures, including: natural disasters/conditions, injuries, evacuation, surface and underground fire, power outages, occurrences of noxious and/or combustible atmospheres, oxygen deficient atmospheres, inrush of water, runs of muck, falls of ground, and environmental spills, to be prepared to respond to emergency situations according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

- 6301.02 Ensure equipment and fixtures are in place and operable, including: fire fighting equipment, fire doors, stretchers, first aid supplies, communication equipment, refuge stations, emergency escape ways, spills containment material, eye wash stations and showers according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

U6101 PREPARE FOR EMERGENCIES - cont'd

- 6301.03 Follow reporting/communication procedures, including: emergency warning system, communication systems, accounting for personnel and maintaining lines of authority, to be able to respond to emergencies according to government legislation and company standards.

Date Completed

Trainer's Signature

Trainee's Signature

- 6301.04 Review site-specific emergency plans and procedures with employees as required, to ensure workers know how to respond in the event of an emergency according to government legislation and company standards.

Date Completed

Trainer's Signature

Trainee's Signature

Employer's Name

Employer's Signature

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

U6302 FOLLOW HEALTH AND HYGIENE PROCEDURES/GUIDELINES

GENERAL PERFORMANCE OBJECTIVE

Follow health and hygiene procedures/guidelines, by identifying and responding to site specific health and hygiene hazards; ensuring health and hygiene controls are in place and operable and practices are followed; and identifying /reporting communication procedures according to government legislation, company standards and manufacturer specifications.

PERFORMANCE OBJECTIVES

Trainer's Name (Print)

Trainee's Name (Print)

SKILLS

- 6302.01 Identify and respond to site specific health and hygiene hazards, including: noise, vibration, radiation, heat, cold, dust, designated substances, wildlife, biological and chemical agents, to promote worker health and safety according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

- 6302.02 Ensure health and hygiene controls are in place and operable and practices are followed, including: personal protective equipment, monitoring equipment, administrative controls and engineering controls, to protect worker health and safety according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

U6302 FOLLOW HEALTH AND HYGIENE PROCEDURES/GUIDELINES -
cont'd

6302.03 Identify reporting/communication procedures, including: Workplace Safety and Insurance Board (WSIB) guidelines, Ministry of Labour (MOL) guidelines, to ensure occupational injuries/diseases are recorded according to government legislation and company standards.

Date Completed

Trainer's Signature

Trainee's Signature

Employer's Name

Employer's Signature

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

U6303 PRACTICE EFFECTIVE COMMUNICATION

GENERAL PERFORMANCE OBJECTIVE

Practice effective communication, by communicating with support groups/resources; demonstrating knowledge of organizational communication systems; demonstrating the use of effective communication skills and conducting crew/safety meetings according to government legislation, company standards and manufacturer specifications.

PERFORMANCE OBJECTIVES

Trainer's Name (Print)

Trainee's Name (Print)

SKILLS

- 6303.01 Communicate with support groups/resources, including: management, cross shifts, workers, mine engineering, geology, other supervisors; ground control, safety and health, government agencies, training, security, maintenance, milling, contractors, human resources, environmental and administrative departments, to report and discuss workplace conditions, provide input for solving problems and ensure adherence to the workplace operating plan.

Date Completed

Trainer's Signature

Trainee's Signature

- 6303.02 Demonstrate knowledge of organizational communication systems, including: computers, radios, pager phones, emergency warning, central control rooms, telephones, pagers, fax machines, photocopiers and public address systems according to company standards.

Date Completed

Trainer's Signature

Trainee's Signature

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

U6303 PRACTICE EFFECTIVE COMMUNICATION - cont'd

6303.03 Demonstrate the use of effective communication skills, including: verbal, written, listening, body language and resources to convey a clear message.

Date Completed

Trainer's Signature

Trainee's Signature

6303.04 Conduct crew/safety meetings, to promote safety awareness and safe behaviour, by following/preparing meeting agenda allowing for question and answer period; maintaining control of meeting; ensuring minutes are taken; and providing follow up according to government legislation and company standards.

Date Completed

Trainer's Signature

Trainee's Signature

Employer's Name

Employer's Signature

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

U6304

MANAGE WORK AREA ACTIVITIES

GENERAL PERFORMANCE OBJECTIVE

Manage work area activities, by planning, organizing work; assigning work; monitoring/following up on workplace activities; complying with equipment maintenance schedule; maintaining services in work area; identifying and responding to site-specific hazards of geological and man made structures and atmospheric conditions according to government legislation, company standards and manufacturer specifications.

PERFORMANCE OBJECTIVES

Trainer's Name (Print)

Trainee's Name (Print)

SKILLS

6304.01

Plan and organize work, by obtaining required information from management and peers; accessing standard operating procedures; prioritizing jobs/tasks; scheduling activities; assigning jobs/tasks; allocating equipment; and ordering/obtaining supplies according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

6304.02

Assign work, by identifying trained/qualified employees for jobs/tasks; outlining duties and location of work to be performed; outlining location of equipment/materials; and advising employees of potential and/or actual hazards according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

U6304 MANAGE WORK AREA ACTIVITIES - cont'd

6304.03 Monitor/follow up on workplace activities, by visiting/inspecting work areas; assisting/advising employees as per work progression; and ensuring work is being performed according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

6304.04 Comply with equipment maintenance schedule, by organizing work to accommodate preventative maintenance requirements according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

6304.05 Maintain services in work area, including: ventilation, environmental, water supply and drainage, electrical services, fill lines and compressed air, by visually inspecting/monitoring services; directing advancement of services; and correcting and/or reporting deficiencies according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

6304.06 Identify and respond to site-specific hazards of geological and man made structures and atmospheric conditions, including: weather, stockpiles, faces, banks, dykes, slips, faults, jointing, contacts and fracture systems, high pressure water and breakthroughs, by observing and reporting changing conditions to inform workers of associated hazards according to government legislation and company standards.

Date Completed

Trainer's Signature

Trainee's Signature

Employer's Name

Employer's Signature

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

U6305 MANAGE EMPLOYEES

GENERAL PERFORMANCE OBJECTIVE

Manage employees, by acting as company representative; mentoring/coaching employees; demonstrating ability to addressing conflicts; demonstrating knowledge of disciplinary guidelines/procedures; evaluating worker performance; ensuring employees are assigned work they are trained to perform; and ensuring employees being trained are assigned work with people qualified to perform the work according to government legislation, company policies, company standards and manufacturer specifications.

PERFORMANCE OBJECTIVES

Trainer's Name (Print)

Trainee's Name (Print)

SKILLS

6305.01 Act as company representative, by positively communicating and supporting company policies and procedures; leading by example; holding employees accountable; fostering good employee relations; and motivating employees according to company policy.

Date Completed

Trainer's Signature

Trainee's Signature

6305.02 Mentor/coach employees, by outlining expectations and how to achieve them; monitoring employee performance; and providing feedback according to company policy.

Date Completed

Trainer's Signature

Trainee's Signature

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

U6305 MANAGE EMPLOYEES - cont'd

6305.03 Demonstrate ability to address conflicts, in a timely manner, including: harassment, discrimination, aggressive behaviour, disgruntled workers, fit for work, inappropriate action, by completing a fact sheet and/or conducting an investigation as required; and following procedures according to government legislation and company policy.

| | | |
|----------------|---------------------|---------------------|
| Date Completed | Trainer's Signature | Trainee's Signature |
|----------------|---------------------|---------------------|

6305.04 Demonstrate knowledge of disciplinary guidelines/procedures according to company policy.

| | | |
|----------------|---------------------|---------------------|
| Date Completed | Trainer's Signature | Trainee's Signature |
|----------------|---------------------|---------------------|

6305.05 Evaluate worker performance, by observing worker performance/behaviour; reviewing employee training/disciplinary records as required; and making recommendations according to company policy.

| | | |
|----------------|---------------------|---------------------|
| Date Completed | Trainer's Signature | Trainee's Signature |
|----------------|---------------------|---------------------|

6305.06 Ensure employees are assigned work they are trained to perform, by confirming employee training records as required according to government legislation and company policy.

| | | |
|----------------|---------------------|---------------------|
| Date Completed | Trainer's Signature | Trainee's Signature |
|----------------|---------------------|---------------------|

6305.07 Ensure employees being trained are assigned work with people qualified to perform the work according to government legislation and company policy.

| | | |
|----------------|---------------------|---------------------|
| Date Completed | Trainer's Signature | Trainee's Signature |
|----------------|---------------------|---------------------|

Employer's Name

Employer's Signature

COMMON CORE FOR GENERIC FIRST LINE SUPERVISOR

U6306 ASSESS, CONTROL AND APPLY VENTILATION SYSTEMS IN WORKPLACES

GENERAL PERFORMANCE OBJECTIVE

Assess, control and apply ventilation systems in workplaces, by applying ventilation principles; controlling and responding to airborne contaminants; and demonstrating the ability to control and respond to gases according to government legislation, company standards and manufacturer specifications.

PERFORMANCE OBJECTIVES

Trainer's Name (Print)

Trainee's Name (Print)

SKILLS

6306.01 Apply ventilation principles, by ensuring required ventilation for operation of equipment and exposure of employees; identifying oxygen deficient areas; controlling noxious and combustible atmospheres; maintaining ventilation system within work area; making recommendations; and correcting and/or reporting deficiencies according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

6306.02 Control and respond to airborne contaminants, by following procedures, including: wetting, engineering controls, dust collectors; ensuring required volumes of air; placing barricades or water curtains; using artificial suppressants; sealing off idle work areas; and providing personal protective equipment according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

**6306 ASSESS, CONTROL AND APPLY VENTILATION SYSTEMS IN
WORKPLACES - cont'd**

6306.03 Demonstrate the ability to control and respond to gases, including: equipment exhaust, methane, carbon monoxide, nitrogen dioxide, hydrogen sulphide, sulphur dioxide, aldehydes, ammonia and blasting gases, by ensuring dilution of gases to permissible levels, using air flow; guarding/restricting area as required; evacuating employees as required; maintaining equipment; controlling sources of gases as required; providing personal protective equipment and/or monitoring equipment and following reporting procedures according to government legislation, company standards and manufacturer specifications.

Date Completed

Trainer's Signature

Trainee's Signature

Employer's Name

Employer's Signature



